



Work Schedule Options

General Work Schedule Requirements

New NASA Headquarters employees are automatically entered into WebTADS, the Agency's web-based electronic time and attendance system, with a standard work schedule. Any work schedule changes must be requested by an employee and approved by the first-line supervisor in WebTADS.

Senior Executive Service employees may work either a standard, flexible, compressed or First Forty schedule. However, they cannot earn overtime, compensatory time, or credit hours.

NASA Headquarters official business hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Offices are required to ensure that adequate staff coverage is available during official business hours to maintain continuity and to respond to inquiries from outside their areas and/or outside of NASA Headquarters.

All work schedules must be established between the hours of 6:00 a.m. and 6:00 p.m. Time worked beyond an employee's tour of duty is considered either overtime, compensatory time, or credit hours, as appropriate, and must be requested and approved in advance by the first-line supervisor.

Standard Work Schedule

The Standard Work Schedule, commonly referred to as "traditional," has a basic work requirement of 8 hours per day plus a 30 minute non-paid lunch period, Monday through Friday, 8:00 a.m. to 4:30 p.m.

The tour of duty is a fixed schedule; there is no flexibility in the arrival and departure time on any day during the pay period.

Employees must be present or otherwise accounted for by leave and/or other approved absence, during the tour of duty, except during the lunch period.

There is no legal authority for *credit hours* under a Standard Work Schedule. Work ordered and approved in advance by the supervisor beyond the set schedule is considered overtime or compensatory time, as appropriate.

Compressed Work Schedule

A Compressed Work Schedule (CWS) is a category of Alternative Work Schedules (AWS). The Compressed Work Schedule available at NASA Headquarters is commonly called the 5 4/9 schedule which includes a basic work requirement of eight 9-hour days and one 8-hour day, plus a 30 minute non-paid lunch period each day, and one day off each pay period. Work is scheduled Monday through Friday. The day off is commonly referred to as "regular day off" (RDO). For part-time employees, the schedule is set between 32 and 64 hours a pay period in fewer than 10 days, with 1 or more days exceeding 8 hours.

Employees may request a compressed tour with an arrival time between the hours of 6:00 a.m. and 9:00 a.m. The request must be submitted via WebTADS at least one pay period in advance of when the tour is requested to be implemented.

Once approved, the compressed tour becomes the normal tour of duty and is a fixed schedule. An employee cannot vary the arrival and departure times, nor move the RDO, on any day during the pay period once fixed. On rare occasions, the supervisor may require, and approve, a change to the RDO within the pay period for mission-related reasons. Permanent changes to the work schedule must be requested and approved via WebTADS at least one pay period in advance of when the tour modification requested is to be implemented.



There is no legal authority for **credit hours** under a CWS. Work ordered and approved in advance by the supervisor beyond the set schedule is considered overtime or compensatory time, as appropriate.

Both full-time and part-time employees who are prevented from working on a **holiday** are entitled to pay for the number of hours scheduled on that day. If the holiday falls on the RDO of a full-time employee, the RDO will be moved to the preceding workday and will be designated as the “in lieu of” holiday, except as provided in the following circumstance. If the holiday falls on the first Monday of the pay period, and this is the normally scheduled RDO, the employee’s RDO will be moved to the following workday and designated as the “in lieu of” holiday. Part-time employees are not entitled to an “in lieu of” holiday if the holiday falls on their non-workday.

Supervisors will make adjustments in an employee’s work schedule as necessary to accommodate **training**. Supervisors and employees should consider reverting to a Standard or Flexitour Work Schedule (8 hour days) for the pay period if training is a week or more in length and is known in advance.

If **travel** is known in advance, supervisors and employees should consider reverting to a Standard or Flexitour Work Schedule (8 hour days) for the pay period if travel is a week or more in length.

Flexible Work Schedule

A Flexible Work Schedule (FWS) is a category of AWS. Flexitour is a FWS available at NASA Headquarters which has a basic work requirement of 8 hours per day, Monday through Friday, plus a 30-minute non-paid lunch period each day, for full-time employees. In the case of a part-time employee, it has a biweekly basic work requirement of less than 80 hours.

Flexitour includes **flexible time bands** which include the hours that an employee may choose to vary his/her times of arrival to and departure from work. Headquarters flexible time bands are from 6:00 a.m. to 9:00 a.m. and from 3:00 p.m. to 6:00 p.m. Flexible time bands however, does not preclude the supervisor’s right to require an employee to work at any time during the day based on the needs of the organization

Employees may request an arrival time between 6:30 a.m. and 9:00 a.m. and a departure time between 3:00 p.m. and 6:00 p.m., which includes a non-paid lunch period of 30 minutes. Employees may request an arrival time as early as 6:00 a.m. only if the employee schedules a lunch period of at least 1 hour. If the employee wishes to take only the required 30-minute lunch period, then the scheduled arrival time can be no earlier than 6:30 a.m., since core hours are from 9:00 a.m. to 3:00 p.m. The schedule, once set, is a fixed schedule.

Flexitour includes **core hours** during the workday when an employee is required to be present for work. NASA Headquarters core hours are between 9:00 a.m. and 3:00 p.m. Employees must be present during the core hours or otherwise accounted for by leave and/or other approved absence, unless they are on their scheduled lunch period.

Credit hours are hours that employees voluntarily elect to work in excess of their basic work requirement, subject to the supervisor’s approval, so as to vary the length of their workday. Credit hours are only available under a FWS and are distinguished from overtime/compensatory hours in that they are elected by the employee rather than being required by management.

Employees may earn no more than 2 credit hours in a day. In addition, employees may not earn credit hours to lengthen their workdays to more than 10 hours per day. Supervisors must ensure that there is meaningful work available to be performed beyond an employee’s normal work day prior to approving credit hours.



Credit hours may be earned and used within the same workweek, within the same pay period or carried over to another pay period. Full-time employees may not carry more than 24 credit hours into the next biweekly pay period. Part-time employees may not carry more than one-quarter of their biweekly work requirement.

Credit hours may be approved by supervisors/team leaders verbally or in writing on either a daily, weekly, bi-weekly, or projected basis. However, credit hours approved and earned must be recorded in WebTADS before the end of each pay period.

Full-time employees are entitled to 8 hours of pay for holidays. Part-time employees are entitled to pay for the number of hours scheduled for that day, not to exceed 8 hours.

Supervisors will make adjustments in an employee's work schedule as necessary to accommodate training. Supervisors and employees should consider reverting to a Standard work schedule or adjusting the arrival and departure times for those under a Flexitour Work Schedule for the pay period if training is a week or more in length and is known in advance.

If travel is known in advance, supervisors and employees should consider reverting to a Standard work schedule or adjusting the arrival and departure times for those under a Flexitour Work Schedule for the pay period if travel is a week or more in length.

First Forty Work Schedule

A First Forty tour is the period of duty prescribed for employees when it has been determined that it is impractical to establish a regularly scheduled basic workweek, in which case the first 40 hours of duty is considered regularly scheduled work and constitutes the basic workweek. The 40 hours are performed within a period of not more than 6 days, without the requirement for specific days and hours within that 6-day period. Any time less than 40 hours is charged to an appropriate leave category.

First Forty is reserved for Senior Executive Service employees only. During an emergency situation, the Director, Headquarters HRMD, may approve First Forty work schedules for non-SES employees.

NOTE: Two new flexible work schedules, Variable Workweek and Maxiflex, will be available at Headquarters in the near future.